

**CECIL COUNTY PUBLIC LIBRARY  
BOARD OF LIBRARY TRUSTEES  
Chesapeake City Branch Library  
Tuesday, February 20, 2024  
AGENDA**

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**CALL TO ORDER**

Joanne Morton, Chair

**APPROVAL OF MINUTES**

**CITIZEN COMMENT**

**REVIEW OF AGENDA**

**RECOGNITION OF TRUSTEE STEVEN PEARSON**

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

**COMMITTEE REPORTS**

1. Finance
2. Governance

Ravi Gupta, Treasurer  
Jonathan Stauffer, Committee Chair

**EXECUTIVE DIRECTOR'S REPORT**

1. System Data & Impact
2. Library Staff Updates
3. Facilities Updates
4. Friends Foundation
5. Legislative Day Review

Morgan Miller, Library Director

**UNFINISHED BUSINESS**

Joanne Morton, Chair

**NEW BUSINESS**

1. Proposed FY25 Operating Budget (Vote)
2. Presentation & Discussion- South County Library Services

**BOARD CALENDAR**

1. Annual Trustee Retreat, Saturday March 9<sup>th</sup> from 9am-3pm, North East Branch Library

**CLOSED SESSION**

As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a)(1), the Board will meet in closed session for discussion of a Personnel Matter.

**ADJOURNMENT**

**CECIL COUNTY PUBLIC LIBRARY BOARD OF LIBRARY TRUSTEES**  
**Tuesday, February 20 2024 ♦ 4 p.m.**  
**Chesapeake City Library**  
**MINUTES**

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**ATTENDANCE:** Alexandra Gilbert, Shirley McCrary-Simmons, Joanne Morton, Steve Pearson, Jonathan Stauffer

**STAFF:** Morgan Miller, Adele Cruise, Tracy Miller, and Rachel Wright

**CALL TO ORDER**

Joanne Morton, Chair

The meeting was called to order at 4:12PM.

**APPROVAL OF MINUTES**

A motion to approve Minutes for January 16, 2024 was made by Trustee, Steve Pearson; seconded by Trustee Joanne Morton. Motion passed.

**CITIZEN COMMENT**

I. None.

**REVIEW OF AGENDA**

**RECOGNITION OF TRUSTEE STEVE PEARSON**

Director Morgan Miller, Board President Joanne Morton, and the entire Board of Trustees recognized Trustee Steve Pearson for his 10 years of service to the Board of Trustees. During his tenure, CCPL endured challenging times, including the pandemic and budget cuts. Throughout his time on the Board, Trustee Steve Pearson demonstrated unwavering support for the staff of the Cecil County Public Library and Director Miller. Trustee Steve Pearson shared his appreciation for being part of the library organization and Board and recognized the entire library staff for being 'top-notch.' Director Miller displayed a collection of books to be added to the Library's collection in his honor. A Resolution of Appreciation was read into the record and is attached to these Minutes.

**TREASURER'S REPORT**

Adele Cruise, Operations Manager

- I. Operations Manager, Adele Cruise, presented the Treasurer's Report. CCPL is 58% through the fiscal year. Revenues are just over budget at 60%, and expenses are just below budget at 51%. A motion to file the Treasurer's Report for audit was made by Trustee Jonathan Stauffer; seconded by Trustee Joanne Morton. Motion passed.

**COMMITTEE REPORTS**

- I. Finance Committee - No updates at this time.
- II. Governance Committee - Trustee/Chair Jonathan Stauffer shared the committee has been reviewing both various policies, including the Public Comment and Conflict of Interest Policies. There was a brief discussion as to whether the Conflict of Interest Policy should be incorporated into the bylaws and input was requested from the Board. The discussion was tabled with Director Miller agreeing to share samples of policies with the Governance Committee for reference as they develop a rough draft. The Committee will bring the discussion back to the Board at a future meeting. Additional discussion followed with regard to the Board Selection process with the goal of ensuring a consistent process and approach.

## EXECUTIVE DIRECTOR'S REPORT

Morgan Miller, Library Director

- I. System Data & Impact - Director Miller briefly reviewed the Library Services Impact infographic for January, 2024. A copy was included in the Board Packet for all Trustees.
- II. Library Staff Updates
  - i. Staff Day was held on Monday, January 19<sup>th</sup>. Staff provide positive feedback on the day and enjoyed the Keynote with Nick Tanzi, internationally recognized library technology consultant and author. His presentation, Libraries in the Age of AI, served as an introduction to AI, where he recognized it as a technological disruption similar to the introduction of the Internet in the 1990's. In follow-up to his presentation, he led a workshop on Jan 20<sup>th</sup> for the Leadership Team and others to discuss how to prepare the organization for AI. Director Miller noted the Library is poised to lead the community in this area. Values Awards winners were also recognized: Christopher Borroughs, Tyler Koch, Patrick Jones, Morgan Morison, and Summer Rosswog.
  - ii. Jaclyn Cassidy was recently hired as a Library Associate II at the Perryville Branch.
  - iii. Jennifer Meyers was recently hired as a Library Assistant at the North East Branch.
  - iv. Victoria Blansfield was recently hired as a Shelving Clerk at the Elkton Branch.
  - v. Eric Scotolati was recently hired as a Library Associate II at the Elkton Branch.
  - vi. August Campbell was recently promoted to a Library Assistant at the North East Branch.
  - vii. Jennifer Carter was recently promoted to the Branch Manager of the North East Branch.
- III. Facilities Updates
  - i. Elkton Branch Renovation CIP Submitted/Proposed for FY25
  - ii. Elkton Branch Children's Room Furniture Replacements - tentatively scheduled for May 2024
  - iii. Perryville Branch Renovation - On time, on budget
  - iv. Rising Sun Branch Outdoor Space - In Design
  - v. Cecilton Branch Parking Lot Repaving - Scheduling Contractor
  - vi. Cecilton Story Trail - Planning
  - vii. Chesapeake City Branch Study Rooms - Planning
  - viii. Techmobile - delivery anticipated for Summer 2024
- IV. Friends Foundation
  - i. The Chesapeake City Chamber of Commerce held their first annual gala at the Chesapeake Inn on Saturday, January 20<sup>th</sup>. The approximately \$7,000 raised at the event will support library programs and services at the Chesapeake City and Cecilton branch libraries, including the addition of a new Story Trail in Cecilton and new Study Rooms in Chesapeake City. Director Miller thanked Trustee Jonathan Stauffer and staff for attending and expressed appreciation to the towns of Cecilton and Chesapeake City who each presented her with a \$1,000 check that evening.
  - ii. The Annual Appeal yielded a record \$12,000 in donations to the Friends Foundation. There were many new donors, and many are now signed up for monthly giving.
  - iii. The Race for the Roses Kentucky Derby event is now Books, Bourbon, & BBQ. The event, which will remain on Derby Day, May 4<sup>th</sup>, will be held at the North East Library. The event will feature Celebrity Guest Bartenders, and money raised will support the Library's community-based reading programs, such as the newly launched, Reading Buddies.

## V. Legislative Day Review

- i. Director Miller thanked Trustees Jonathan Stauffer and Ravi Gupta for attending Library Legislative Day in Annapolis on February 13, 2024 and briefly reviewed the current slate of bills, including the Freedom to Read, which seeks to ensure all public and school libraries follow state standards and to also protect employees from any retaliation for following those standards.

## UNFINISHED BUSINESS

- I. None

## NEW BUSINESS

### I. Proposed FY25 Operating Budget (Vote)

- i. Director Miller reviewed the proposed FY25 Operating Budget, noting one update to the request in the area of Library Collections.
- ii. While preparing the budget request, the following priorities were identified: the need to support staff with Merit and COLA increases; increases to health insurance due to more staff signing up; the need to increase the collection budget due to past budget cuts which resulted in funds being moved out of the collection line to instead support staffing; and the need to add operating hours in Chesapeake City and Cecilton. All Trustees received a copy of the proposed request, and engaged in discussion.
- iii. Director Miller shared the Elkton Renovation project has been submitted for the FY25 CIP and hopes to have a better sense of its status at the March meeting.
- iv. County Executive Hornberger will deliver her proposed Budget to the Council by April 1st, and Director Miller expects to present the Library's budget to the Council mid-April.
- v. Trustee Shirley McCrary-Simmons made a motion to approve the proposed FY25 Operating Budget, as presented by Director Miller; Trustee Steve Pearson seconded. Motion passed.

### II. Presentation and Discussion - South County Library Services

- i. The March Board of Trustees meeting will be scheduled in Cecilton to allow for a branch tour.
- ii. Director Miller shared a presentation on Chesapeake City and Cecilton, highlighting the communities have unique needs that should be addressed individually.
- iii. The Cecilton community has a population of 5,535 (Cecilton, Warwick, and Earleville) and is serviced by a branch that is currently below the minimum planning standard set by the state. The town owns the building with the Library paying for Utilities and other necessary repairs, including an upcoming parking lot repaving project.
- iv. The Chesapeake City community has a population of 736. The branch is much larger than the planning standard for this size population; however, it draws usage from Elkton and Cecilton.
- v. Director Miller will review the findings book from the Strategic Planning process and share with the Board any public comment specific to the South County to help guide planning for programs, services, and facilities in this area.
- vi. Through Board discussion, the impact of Southfields was questioned. Director Miller will follow seek out more information.
- vii. Discussion continued, and the Board toured the Chesapeake City Branch with Manager, Tracy Miller, immediately following the Board meeting. They overviewed some of the upcoming branch enhancements planned, including the addition of private study rooms, a refreshed children's area, and the potential for a cafe-style reading/seating area.

**BOARD CALENDAR**

- I. County Executive's Budget Town Hall, Wednesday, February 29th at 6pm, County Government Building
- II. Annual Trustees Retreat, Saturday, March 9th from 9am-3pm, North East Branch Library
- III. Friends Foundation Event-Books, Bourbon, & BBQ, Saturday, May 4th at the North East Branch Library

**CLOSED SESSION**

- I. As provided in the Annotated Code of Maryland, State Government Article, Section 10-508 (a) (1), the Board will meet in closed session for the discussion of a personnel matter.
  - i. Motion to move into closed session by Trustee Jonathan Stauffer, seconded by Trustee Shirley McCrary-Simmons at 5:43 pm.


**ADJOURNMENT**

Motion to adjourn by Trustee Steve Pearson; seconded by Trustee Jonathan Stauffer at 5:54 pm. Motion passed; meeting adjourned.

**Note:** Next Board Meeting: Monday, March 18, 2024, at the Cecilton Branch Library

Respectfully Submitted,

Approved by the Board of Trustees on March 18, 2024

  
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Joanne Morton, Chair